

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Labour Employment Training and Factories Department – Insurance Medical Services – Constitution of District Selection Committee – for engaging contract appointments – permission for filling up the contract posts through District Selection Committee – orders – issued.

**LABOUR EMPLOYMENT TRAINING & FACTORIES (OP&IMS) DEPARTMENT**

G.O Rt No.25

Dated:19.01.2023

Read:-

From the Director of Insurance Medical Services, Telangana State,  
Hyderabad Letter Rc No.2043/P2/2019, Dated:07.01.2023.

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**ORDER :-**

In the letter read above, the Director of Insurance Medical Services, Telangana State, Hyderabad has stated that, the Government was sanctioned (231) services on contract basis under various categories to work under the Administrative control of Director, Insurance Medical Services, Telangana State, Hyderabad for a period upto 31.03.2023 or till the actual need ceases, whichever is earlier, vide G.O.Rt.No.1523 Finance (HRM.VII) Department dt:23.11.2022.

2. Further, the Director of Insurance Medical Services has stated that, the Director of Public Health and Family Welfare, Telangana State, Hyderabad and Commissioner, Telangana Vaidya Vidhana Parishad and Director of Medical Education, Telangana State, Hyderabad were engaged the contractual services of various category of posts through District Selection committee headed by the District Collector duly issuing Notification in newspapers by Walk-in-interview method, as per the orders issued by Health Medical & Family Welfare Department.

3. Therefore, the Director of Insurance Medical Services has requested to adopt the above and constitute a District Selection committee with the following members mentioned under and to accord permission for filling up the contract posts through District Selection Committee duly taking the roster points fresh for each District for each category of post irrespective of Unit of appointment, as per the procedure laid down in Annexure.

District Collector	Chairman
DM&HO	Member
DCHS	Member
Regional Joint Director IMS	Member-convener
Medical Superintendent / I/c of ESI Hospital	Member

4. After careful examination of the matter, Government hereby accord permission for filling up the (231) sanctioned contract posts through District Selection Committee duly taking the roster points a fresh for each District for each category of post irrespective of Unit of appointment as per the procedure laid down in Annexure. The District Selection committee consists the following members:-

- |   |                   |
|---|-------------------|
| 1. District Collector                           | - Chairman        |
| 2. DM&HO  | - Member          |
| 3. DCHS   | - Member          |
| 4. Regional Joint Director IMS                  | - Member-convener |
| 5. Medical Superintendent / I/c of ESI Hospital | - Member          |

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5. The Director of Insurance Medical Services, Telangana State, Hyderabad is requested to take further necessary action in the matter, accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**I.RANI KUMUDINI  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
The Director of Insurance Medical Services, Telangana State, Hyderabad  
Sc/Sf

**//FORWARDED :: BY ORDER//**

**SECTION OFFICER**

## **ANNEXURE**

(Annexure to G.O Rt No.25, Labour Employment Training and Factories (OP&IMS)  
Department dated:19.01.2023)

### **Guidelines for recruitment and instructions to candidates**

#### **PARA-1:**

Instructions to the candidates for walk-in-interview, Notification, venue, time, and date shall be prepared by the Member - convener of the committee.

The appointment is purely temporary on contract basis for a period of one year i.e., till 31.03.2023. No automatic renewal of contract is permissible. If the Department need the contract services for further period of one year, contract will be extended subject to approval from the Government.

#### **AGE:**

The minimum age is 18 years and maximum age is 44 years, the minimum and maximum age will be reckoned prior to one month before from the date of advertisement with the following relaxations allowed for reckoning the maximum age limit in accordance with G.O.42 General Administration (Ser-A) Dept., Dt: 19-03-2022.

- i) For SCS, STS & BCS 5 (Five) years
- ii) For ex-servicemen 3 (three) years in addition to the length of service in armed forces.
- iii) Disabled persons 10 (ten) years.

#### **PARA-2: NO. OF POSTS AND SALARY**

S. No	Name of the Post	No of services permitted	Unit of appointment	Remuneration
1	Civil Assistant Surgeon	117	Multi Zone	Rs. 58,850/-
2	Dental Assistant Surgeon	4	Multi Zone	Rs. 58,850/-
3	Lab Technician	20	Zone	Rs. 31,040/-
4	Pharmacist	90	Zone	Rs. 31,040/-

Note: District wise break up is appended in TABLE -A.

The Regional Joint Director, Insurance Medical Services who is Member Convenor of the committee shall identify the vacancies in the District and place the same before the committee for notification.

#### **PARA-3: PAYMENT OF REMUNERATION**

The funds has to be drawn by the Unit Officers for payment to the contract persons after proper verification and to the extent of the biometric attendance of the personnel working in the units as per norms, respective PAO / Treasury shall issue cheque to the contract person through DDO directly.

Further, in respect of contract appointments, instructions / guidelines issued in G.O.Rt.No.4271 Finance (SMPC) Department dt:01.11.2008 and other prescribed instructions / guidelines issued by Government from time to time will be followed.

**PARA-4: EPUCATIONAL QUALIFICATIONS:**

S. No	Name of the post	Qualification
1	Civil Assistant Surgeon	(i) Must possess M.B.B.S. Degree or an equivalent qualification as entered in the schedule to the Medical Council Act, 1956 as subsequently amended.  (ii) Must be permanent registered medical practitioner within the meaning of law for the time being existing in the state.
2	Dental Assistant Surgeon	Must possess a degree in Dental Surgery (viz.) B.D.S of a university in India established or incorporated by or under Central Act or a State Act or a Provincial Act or an Institution recognized by the University Grants Commission or any other Equivalent qualification Indian or Foreign recognized as equivalent thereto by the  Dental Council of India.
3	Lab Technician	1. Must have passed 10th class examination or its equivalent examination.  2. Must possess a certificate of laboratory technician from any recognized institution.
4	Pharmacist	Must possess a diploma in Pharmacy or its equivalent qualification from a recognized institution.

**PARA-5: METHOD OF RECRUITMENT**

1. Recruitment shall be done by the District Selection committee. The District Selection committee shall consist of the following members:

District Collector	Chairman
DM&HO	Member
DCHS	Member
Regional Joint Director IMS	Member-convener
Medical Superintendent / I/c of ESI Hospital	Member

2. Selection will be done based on the following criteria.
- a. Total marks are 100 of which 90 marks will be allotted basing on the marks obtained in qualifying examinations and 10 marks will be awarded for the age, for age will be reckoned from 18 years of age of the candidate 0.5 marks will be awarded for one completed year of age with maximum of 10 marks.
- b. Example if the date is reckoned as on from 01.07.2022, (1. If a candidate completes 20 years as on 01.07.2022, will be awarded 1.0 mark, 2. If a candidate completes 30 years of age as on 01.07.2022, will be awarded 6.0 marks, 3. If a candidate completes 40 years of age as on 01.07.2022, will be awarded 10.0 marks).
- c. All guidelines to recruit the contract employees as prescribed by Government from time to time will be followed.

- d. Provisional merit list will be prepared and displayed based on the marks obtained in the qualifying examination and Age weightage for transparency sake and also calling objections.
- e. Provisional selection list will be prepared from the finalized provisional merit list and will be displayed in the District Official Website.
- f. Selection list will be prepared from the finalized provisional selection list duly following the rule of reservations, merit and presidential orders, according to the availability of roster points.
- g. The committee shall select the candidates and allot the candidates to the respective Unit Officer by conducting counseling.
- h. The District Selection Committee is also reserves its right to alter and modify or cancel terms and conditions laid down in the notification for conducting the various stages up to selections duly intimating details thereof to all concerned, as wanted by any unforeseen circumstances raising during the course of this process, or as deemed necessary by the District Selection Committee at any stage.

#### **PARA-6: RULE OF RESERVATION**

- I. Rules of reservation in respect of Community, Disability, Ex-servicemen / Women shall be strictly observed as per the A.P State and Subordinate Service rules, 1996, (Adopted by Government of Telangana) read with the relevant specific rules applicable.
- II. The rule of reservation of local candidates is applicable as per the presidential order, EWS reservation in accordance with the G.O.Ms. No. 65 General Administration (Ser-D) Department, Dt: 19-03-2022 will be followed.

#### **PARA-7: UNIT OF APPOINTMENT (as per the presidential order)**

As per the presidential orders for each unit of appointment the reserved and unreserved ratio as per the G O Ms No.128 General Administration (SPF-MCE) Department, Dt:30-06-2021 for each category will be applicable.

Sl. No.	Category of Post	Unit of appointment
1	Civil Assistant Surgeon	Multi zone
2	Dental Assistant Surgeon	Multi zone
3	Lab Technician	Zone
4	Pharmacist	Zone

1. The appointment of person on contract will be under Rule 9 of Andhra Pradesh State and Subordinate Service Rules, 1996 (Adoption to State of Telangana) and shall be subject to Rule of reservation and maintenance of Roster points.
2. The usual procedure open advertisement and merit basis selection shall be followed.
3. The appointment for above posts on contract basis is purely on temporary basis and is liable to be terminated at any time without any notice or assigning any reason thereof,
4. Contract period will be one year from the date of commencement of agreement/ or from the date of reporting.

5. This contract appointment does not confer any right for regular appointment.
6. They are only eligible for Casual Leaves as per rules per year and 120 days of Maternity leave for women without any pay and they are not eligible for any kind of Leave like Earned Leave, Half Pay Leave or Commuted Leave and in case of unauthorized absence for more than one month, their services will be terminated without any notice.
7. The temporary services for the above posts on contract basis do not qualify for any pensionary benefits.
8. That he/she has to discharge the duties for the above posts in the institution, to which he/she is posted, to the entire satisfaction of the superiors and in case of any default, he/she will be liable for termination without any notice.
9. That he/she has to maintain absolute integrity and devotion to his/her duties.
10. The working hours of the persons taken on contract basis is the same as that of regular employees working in the Department.
11. If the candidate is willing to resign, he/she should submit one month prior notice in advance, to the undersigned,
12. That he/she will not be transferable from the place of posting to any other place during the period of contract. However, keeping in view of Medical emergency, Employer has right to shift his/her services, wherever is required, for administrative convenience.
13. That during their contract period, the original certificates will remain under the custody of concerned ESI Unit Office till the date of completion of contract,
14. That he/she has to execute an agreement bond in the format on a non judicial stamp paper worth Rs.110/- agreeing to the above terms and conditions, from the date of reporting for duty concerned.

**Para-8: HOW TO APPLY**

- a. Application forms along with the instructions can be downloaded from official websites of respective districts.
- b. Filled in application form shall be submitted in person or through registered post to the respective Regional Joint Director, IMS to which the candidate is applying. Applications which are received after due dates will be summarily rejected. District Selection Committee is not responsible for postal delays.
- c. The District Selection Committee is not responsible, for any discrepancy in Bio-data particulars while submitting the application directly. The applicants are therefore, advised to strictly follow the instructions and guidelines in their own interest, before submitting the application.
- d. The particulars furnished by the applicant in the Application Form will be taken as final, and data entry will be processed, based on these particulars only. Therefore, candidates are to be very careful in Submitting the Application Form.

- e. Incomplete / incorrect application form will be summarily rejected. The information, if any furnished by the candidate subsequently, in any other format of application will not be entertained by the District Selection Committee under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- f. Before Submission of Application Form, the Candidates should carefully ensure his/her eligibility for this recruitment. Relevant certificates should be submitted issued by competent authority to claim their candidature. No relevant column of the application form should be left blank; otherwise application form will be rejected.
- g. A person can apply for more than one districts.
- h. Self attested copies of the following certificates should be enclosed along with the application form.

1	S.S.C or Equivalent examination
2	Intermediate or 10 + 2 examination
3	Qualifying Examination Pass Certificate
4	Marks memos of all the years (qualifying examination)
5	Registration Certificates of respective Councils
6	Latest Caste certificate issued by the Tashildhar / MRO concerned.
7	Study certificate for the years from 4 <sup>th</sup> class to 10 <sup>th</sup> class and in case of Private study residence certificate from the Tashildhar / MRO concerned.
8	PH certificate in respect of candidates claiming reservation under PH Quota
9	Relevant certificates in respect of candidates claiming Ex-Service Man Quota
10	1 Photograph duly pasted on the application form
11	Acknowledgement Card

**I.RANI KUMUDINI**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

**TABLE-A**

**BREAKUP ON (231) NEW SERVICES ON CONTRACT BASIS DISTRICT AND UNIT WISE**

DISTRICT	NAME OF UNIT / SERVICES	CATEGORY OF POST	NUMBER OF SERVICES
Hyderabad	ESI Hospital Nacharam	Civil Assistant Surgeon	31
		Dental Assistant Surgeon	1
	ESI Diagnostic Centre, Jeedimetla	Civil Assistant Surgeon	4
		Lab Technician	4
		Pharmacist	3
	ESI Dispensaries under JD, IMS, Hyderabad	Civil Assistant Surgeon	28
		Pharmacist	40
		Lab Technician	7
Sangareddy	ESI Hospital, Ramachandrapuram	Civil Assistant Surgeon	5
		Dental Assistant Surgeon	1
	ESI Dispensaries under JD, IMS, Hyderabad	Civil Assistant Surgeon	8
		Pharmacist	7
Medchal Malkajgiri –	ESI Dispensaries under JD, IMS, Hyderabad	Civil Assistant Surgeon	17
		Pharmacist	16
		Lab Technician	5
Rangareddy	ESI Dispensaries under JD, IMS, Hyderabad	Civil Assistant Surgeon	1
		Pharmacist	3
Mahaboobnagar	ESI Dispensaries under JD, IMS, Hyderabad	Pharmacist	6
Medak	ESI Dispensaries under JD, IMS, Hyderabad	Pharmacist	1
Warangal	ESI Hospital, Warangal	Civil Assistant Surgeon	1
		Dental Assistant Surgeon	1
	ESI Dispensaries under JD, IMS, Warangal	Pharmacist	6
Komaram Bheem Asifabad	ESI Hospital, Sirpurkagaznagar	Civil Assistant Surgeon	6
		Dental Assistant Surgeon	1
	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	2
Hanamakonda	ESI Dispensaries under JD, IMS, Warangal	Pharmacist	1
Peddapally	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	2
		Pharmacist	1



Nizamabad	ESI Diagnostic Centre, Nizamabad	Civil Assistant Surgeon	7
		Lab Technician	1
	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	1
		Lab Technician	1
		pharmacist	2
Mancherial	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	1
		Lab Technician	1
Yadadri Bhongir	ESI Dispensaries under JD, IMS, Warangal	Lab Technician	1
		Pharmacist	2
Nalgonda	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	1
		Pharmacist	1
Nirmal	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	1
		Pharmacist	1
Bhadradi Kothagudem	ESI Dispensaries under JD, IMS, Warangal	Civil Assistant Surgeon	1
Grand Total			231

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